

## DOI Mexico Travel Procedures

**Travel Authorization (TA)\*** Required for each trip into Mexico.

**DI-1175\*\*** Required if travel involves an overnight stay in Mexico.

**Country Clearance from U.S. Embassy in Mexico and State Department Western Hemisphere Affairs/Mexico office (WHA/MEX).** Required if travel involves an overnight stay in Mexico.

*Note: Bureau International Offices prepare cable clearance and fax clearance requests for Bureau staff. DOI International Affairs prepares clearance requests for Office of the Secretary staff.*

- Cable clearance required for all travel outside of the 100 kilometer U.S.-Mexico border region.
- Cable clearance required for all travel to Mexico as part of an official State Department-led U.S. Government delegation.
- Cable clearance required for all travel to Mexico by senior management officials at or above the Assistant Secretary level. All requests for embassy assistance should be through official cable channels.
- Fax clearance allowed for all travel within 100 kilometers of the U.S. Mexico border that includes an overnight stay. In this expedited process, a faxed memo is prepared with the following required information: name and position title of traveler, dates, locations and purpose of travel. In addition, the memo should include the following statement: "Traveler has read the personal security information contained in current State Department guidance." (This guidance can be found on the State Dept. Consular Information Sheets website [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html) ) Bureau International Offices or DOI International Affairs will fax the memo to the U.S. Embassy in Mexico at 011-52-55-5080-2373, and to the Department of State WHA/MEX at 202-647-5752.

**National Security Council clearance** Required for all travel to Mexico by Presidential political appointees approved by the Senate (usually Assistant Secretary level or above).

DOI International Affairs will prepare a memo to the NSC to obtain this clearance. Please email the traveler's name, destination (country and cities to be visited), dates of travel, and reason for travel to Karen Senhadji at [karen\\_senhadji@ios.doi.gov](mailto:karen_senhadji@ios.doi.gov)

\*International travel cannot be conducted under an **Open TA**.

\*\*An **Annual DI—1175** can be approved for international travel to the same location for the same purpose, to account for any number of trips for any length of time, for a period of one year from the date of approval. However, country clearance will still be required for each individual trip (see Country Clearance guidance above).

**Questions? Please contact Karen Senhadji, at tel. 202-208-3004 fax 202-501-6381, or email [karen\\_senhadji@ios.doi.gov](mailto:karen_senhadji@ios.doi.gov)**